



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

September 2018

2018-2019 Afterschool Program Parent/Guardian Handbook

Version 3.0

Submitted by Out of School Time Programs (OSTP)

Approved by Vonja Bowie, Manager, OSTP

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Letter from the Director

Dear OSTP Parents and Guardians,

Welcome to the OSTP afterschool program for the 2018-2019 school year! Afterschool is an important factor in your child(ren)'s education and future. Student participation in high-quality afterschool programming improves school attendance, academic achievement, graduation rates, and attitudes toward learning. **Students attending two and a half hours of afterschool programming each day (3:30-6:00 p.m.) gain the equivalent of nearly two months of learning time over the course of the school year.**

What should you expect from us?

Afterschool time in DCPS is more than supervised study time. Your school's afterschool program is designed to align with students' learning during the school day. DCPS teachers and aides work together with community-based organizations (CBOs) to implement the program at your child's school. This year's program will continue to provide Academic Power Hour (APH), a supper or snack, and structured and engaging enrichment activities.

Some Reminders:

In order for your child(ren) to receive the full benefits of the afterschool program, it is recommended that they remain for the entire duration of the program (until indicated programming end time, in many cases 5:45 pm). Daily early pick-ups are not recommended or encouraged; however, if an early pick-up is necessary, please contact your school's administrative aide (AA)/full-time coordinator to make the necessary arrangements.

Afterschool enrollment is electronic for families and may be accessed at <http://dcps.dc.gov/asp>. All enrollment questions can go to your school's AA/full-time coordinator (see Appendix B).

Families who have a co-payment for the afterschool program may pay their bill using a credit/debit card (Visa or MasterCard) on our online system at <http://afterschoolpayment.dcps.dc.gov>

How can you contact us with questions or concerns?

You can find your AA/full-time coordinator's contact information in Appendix B of this handbook. You may also contact OSTP directly by calling 202-442-5002. We look forward to working with your child(ren) throughout this school year to extend their learning and enrich their education.

Educationally,

Lisa McNeill
Director

Office of Out of School Time Programs

Mission

OSTP's mission is to support the strategic goals of DCPS and the 21CCLC grant by providing affordable, safe, structured, and engaging academic, wellness, and enrichment programs open to all children in pre-Kindergarten to grade 8 to develop the whole child. DCPS staff and community partners provide this unique opportunity beyond the school day.

Afterschool Program Leadership

Administrative Aide (AA)/Full-Time Coordinator

On a daily basis, the AA/full-time coordinator ensures the structure and functioning of the program. They are your daily point of contact for the afterschool program. From signing students in and facilitating sign-out at the end of the day, the AA/full-time coordinator ensures that the program has routine and runs safely and effectively for everyone involved.

Principal/Principal Designee

The principal/principal designee assists the AA/full-time coordinator and ensures that essential components of programming are in place for the afterschool program. To guarantee quality programming at a school-wide level, the principal/principal designee enforces policies and procedures, monitors programs, and supports partnerships with community-based organizations (CBOs).

Out of School Time Programs (OSTP) Analyst

OSTP creates the policies and procedures used to guide afterschool programming at each school, and provides the resources needed for high-quality daily instruction. OSTP analysts support AAs and principals/principal designees at multiple schools by monitoring programs, ensuring grant requirements are met, and offering assistance to the schools.

A Typical Day in Afterschool

While specific times may vary by school,¹ we recommend these components of programming for all OSTP afterschool programs. School leaders determine the specific schedule for the program including the content and plan for the Academic Power Hour (APH).

3:30-4:30 p.m. Academic Power Hour (APH)

3:30-3:50 p.m. Book Club

Teachers, with the support of classroom aides, select a book or novel to read aloud to students for 20 minutes. Students in grades 6-8 should read independently.

3:50-4:10 p.m. Structured Support

Teachers, with the support of classroom aides, provide homework assistance and check student projects, reports, and assignments as needed. If students do not have homework assignments, they should complete an extension activity based upon the reading.

4:10-4:30 p.m. Academic Enrichment

This half of APH focuses on reinforcing lessons from the school day and afterschool. Structured lessons may also include the use of technology and the outdoors to apply skills learned in the classroom.

4:30-5:00 p.m. Supper/Snack

DCPS will provide a nutritious supper or snack for every afterschool student each day that the program is in session at no additional cost to your family. If your child has any special dietary needs, please request a Dietary Accommodation Form used to notify the cafeteria manager at your school.

5:00-5:45: p.m. Enrichment

DCPS staff and partners provide a wide range of structured and engaging extracurricular activities. While specific programming varies by school, activities include project-based learning, science, educational field trips, arts, athletics, community service, and more. There may be special events, field trips, and volunteer opportunities throughout the year as well.

¹ Some OSTP schools also have extended day programs. Students can participate in both extended day and afterschool (as long as they are enrolled).

Afterschool Hours and Dates of Operation

Afterschool program days and hours of operation are Monday through Friday, from 3:30–5:45 p.m. (with final pick-up at 6:00 p.m., unless otherwise specified by the school. Program start dates will vary by school. For more information about start dates, please contact your child’s school or consult our website at www.dcps.dc.gov/afterschool.

There is no afterschool programming on half days, holidays, parent-teacher conference days, canceled days (such as days with inclement weather/ “snow days”), or teacher professional development days as well as November 20 and December 21, 2018. Therefore, there is no OSTP afterschool program on the following dates, which may be subject to change:

Monday, September 3

Labor Day

Monday, October 8

Columbus Day

Thursday, October 25

Professional Development Day for Teachers

Friday, October 26

Professional Development Half-Day and Records Half-Day for Teachers

Tuesday, November 6

Parent-Teacher Conference Day

Monday, November 12

Veterans Day

Tuesday, November 20

Day before Thanksgiving Break

Wednesday, November 21 - Friday, November 23

Thanksgiving Break

Friday, December 21

Day before Winter Break

Monday, December 24 - Tuesday, January 1

Winter Break

Monday, January 21

Martin Luther King Jr. Day

Tuesday, January 22

Professional Development Half-Day and Records Half-Day for Teachers

Wednesday, January 23

Professional Development Day for Teachers

Monday, February 18 - Friday, February 22

Mid-Winter Break

Friday, March 8

Parent-Teacher Conference Day

Thursday, April 4

Professional Development Day for Teachers

Friday, April 5

Professional Development Half-Day and Records Half-Day for Teachers

Monday, April 15 - Friday, April 19

Spring Break

Monday, May 27

Memorial Day

Tuesday, May 28

Parent-Teacher Conference Day

Friday, June 14

Last day of school (no afterschool for **traditional year students** only)

Monday, June 17

Professional Development Half-Day
and Records Half-Day for Teachers (no

afterschool for **traditional year students** only)

Friday, June 21

Last day of school (no afterschool for **extended year students** only)

Monday, June 24

Professional Development Half-Day
and Records Half-Day for Teachers (no
afterschool for **extended year students** only)

Program Policies and Procedures

In order for afterschool programming to be engaging, safe, and structured, certain program policies must be implemented.

Dismissal Procedures

Students may begin to be picked up at 5:30 p.m. and must be picked up or walk home by 6:00 p.m. each day. A student may be picked up by any persons listed on the online OSTP Afterschool Enrollment Application or on a signed copy of the Addition/Revision Form (please see Appendix C).

The parent/guardian or designated pick-up person must sign out the child(ren) when he/she picks them up.

There will be no child released from afterschool programming without an authorized pick-up person to sign them out.

1. Another person may pick up a student *if and only if* the parent/guardian has sent written authorization for that individual to pick up the student.
2. A student may walk home alone only if the parent/guardian has noted in the online OSTP Afterschool Enrollment Application that walking home alone is acceptable.
3. A student may walk home alone earlier than the time stated in the OSTP Afterschool Enrollment Application *if and only if* the student's parent/guardian has signed and given written authorization expressing their desire to have the student leave at the earlier time. The written authorization must be submitted to the AA/full-time coordinator.

Afterschool program administrators keep all written authorizations and updates in the student's afterschool program file.

Steps taken if a parent/guardian does NOT pick up their child(ren):

1. If a student is not picked up by the end of the program day (6:00 p.m.), afterschool staff will call the phone numbers listed in the child(ren)'s enrollment application to locate an adult who can pick up the student.
2. If, after multiple attempts, the student(s)' parent, guardian, or emergency contact(s) cannot be reached, the school will call the DC Child and Family Services Agency (CFSA) at 202-671-7233.
3. If the parent, guardian, or another approved adult arrives prior to the CFSA representative, CFSA receives another call and a reported update.

4. The student may not return to the afterschool program until the AA/full-time coordinator and/or the principal has spoken with the parent, guardian, or case worker and has agreed to a plan by which the student will be picked up on time.

Late Pick-Up Policy

Although DCPS understands that occasional tardiness may be inevitable, DCPS prohibits regular extended late pick-ups. Therefore, afterschool program participation can be terminated for students whose parents/guardians are late picking up their child(ren) on three (3) occasions.

- **On the first two occurrences, afterschool staff will issue a standard written notice to the parent/guardian, identifying the first and second late-pick up dates.**
- **On the third occurrence, afterschool staff will issue a standard written notice to the parent/guardian indicating that program participation has been terminated for the child(ren) for the remainder of the school year.**

No Pick-Up Procedures

The DC CFSA refers students if:

- The student is left in afterschool unattended after removal from the program.
- The student is not picked up and afterschool staff is unable to reach a parent/guardian or emergency contact after numerous attempts.

DCPS implements the following steps in the event that the student (who has been previously removed from the afterschool program) is left after school dismissal:

- The student will be held in the main office once school is dismissed (beginning at 3:15 p.m.).
- School staff will call the parent/guardian after dismissal to request immediate pick-up from school (at 3:30 p.m.).
- If the parent/guardian does not pick up the student within 30 minutes, a second call will be made to the parent/guardian and emergency contacts on the student's afterschool enrollment form (at 4:00 p.m.).
- If the parent/guardian does not pick up a student within an hour of the first call, CFSA will be contacted and asked to take custody of the student (at 4:30 p.m.).

Early Pick-Up Policy

In order for your child(ren) to receive the full benefits of the afterschool program, it is recommended that they remain for the entire duration of the program. It is especially important that your child(ren) participate in APH. Daily early pick-ups are not recommended or encouraged; however, if an early pick-up is necessary, please contact your school's AA/full-time coordinator to make arrangements.

Payment Policy

As a condition of participating in OSTP afterschool programs, families are required to submit a monthly payment unless they are eligible for free programming or unless they are participating solely in a CBO's free programming. OSTP will closely monitor the payment of these fees and will hold families accountable to submit their monthly payments on time and in full.

The parent/guardian receives a monthly invoice via physical mail and/or email indicating the amount due for the coming month. It is the parent/guardian's responsibility to make each monthly payment.

- **Failure to pay in a timely manner will result in the temporary or permanent removal of your child(ren) from the afterschool program until payment is submitted in full.**
- Furthermore, students with an outstanding balance on their account at the end of the school year will not be eligible to participate in the afterschool program for the following school year until payment is satisfied.

The afterschool program is not a "drop-in" service. DCPS expects participation on all program days from enrolled students. **No refunds are possible once DCPS receives payment. Payment of \$94.50 is required if the student attends the afterschool program for any amount of days during the month (1-30 days).**

Steps taken if DCPS does not receive payment on time:

1. Warning Letter Sent Home with Student via Backpack (2 business days after deadline)

If payment is not received within two (2) business days after the monthly due date, a warning letter will be sent home by the AA/full-time coordinator with the student(s) that day. The letter will inform families that if payment is not received within three (3) business days (one week after the initial due date), the student(s) is/are suspended from programming until the payment is made.

2. Letter Confirming Removal from Program via Backpack (5 business days after deadline)

If DCPS does not receive payment by 6:00 p.m. on the final day of the five (5)-business day grace period, a removal letter will be sent home by the

AA/full-time coordinator with the student(s) that day. The letter will inform the family that the child(ren) will no longer be allowed to participate in the program until payment is received. Participation can resume upon receipt of payment, but only if space is still available in the program. If no space is available, the student(s) will be placed on the program waitlist until space is available.

Student Policies and Procedures

All DCPS-level and school-wide rules apply during afterschool programming as in the regular school day.

Behavior Expectations

DCPS expects all students to meet behavioral standards. The discipline procedures and consequences detailed in Chapter 25 of the District of Columbia Municipal Regulations (DCMR) apply during the afterschool program.² Principals, AAs, and full-time coordinators have specific guidance on implementation of Chapter 25 in the non-compulsory afterschool program. In cases of repeated and/or severe behavioral issues, DCPS notifies families and they may be required to meet with afterschool staff to develop a behavioral plan in order for the child to remain in programming.

Attendance

Students will only benefit from afterschool with consistent attendance, whole-hearted commitment, and effort. As such, students can have **three (3) unexcused absences per month** or 10 excused absences per month before removal from the program. Excessive absences in general can result in removal from the program (including excused absences). Please provide advance notice to your afterschool staff if you know your child will be absent from the program.

Students with Special Needs in Afterschool

Afterschool programming is available to all students in a participating OSTP school:

- All students have access to the OSTP APH and enrichment programs.
- Afterschool teachers and aides must use reasonable accommodations to ensure the child(ren)'s successful participation in the afterschool program.
- OSTP afterschool programs typically have an adult-to-student ratio of 1:20. In order to address the needs of a particular student, OSTP and the Division of Specialized Instruction (DSI) program managers will determine how best to provide additional support on a case-by-case basis. In the instance of a request for extra support, the team will review student information including any/all collected documentation to determine the most appropriate support(s) to ensure student safety and success.

² These are available in detail on the DCPS website: <http://dcps.dc.gov/page/attendance-and-behavior>.

Parental Involvement

Your involvement with your child(ren)'s school and afterschool programming is critical for their success.

Ways you can support your student(s) **in afterschool**:

- Give feedback to the afterschool AA/full-time coordinator.
- Volunteer in afterschool. (An application must be submitted through DCPS. Please go to <https://dcps.dc.gov/page/volunteer-our-schools> for more information.)
- Attend afterschool program events.
 - You should have the opportunity to attend a minimum of three (3) programming events per year

Ways you can support your student(s) **at home**:

- Provide time and space for them to complete homework at home. Understand that since APH combines time for homework and for targeted instruction, your child(ren) will likely need additional time at home to complete their homework.
- Review the homework done in afterschool so you know what your child(ren) is working on.

Thank you for your involvement!

Parent Satisfaction and Communication

If you have a question, concern, or an idea for the program, contact your AA/full-time coordinator or OSTP Analyst (see Appendix B). If you have problems or questions related to afterschool overall, please contact the office of Out of School Time Programs at 202-442-5002 or ostp.dcps@dc.gov. **Your voice matters!** Open communication with your afterschool program leaders helps the program run well, so please keep in touch!

Parent Survey

Toward the middle of each year, you will receive a parent survey about the afterschool program. Your opinion matters to us and helps us shape programming in future months and years. Your AA/ full-time coordinator or OSTP Analyst will have more information.

Current Contact Information

Your child(ren)'s safety is important to us. Updated contact information is essential to ensure your child(ren)'s safety in case of emergencies and to keep you updated on your child(ren)'s progress. If your contact information changes during the school year, please inform your AA/full-time coordinator. **DCPS urges parents/guardians to inform the afterschool program of any changes within three days following the change.**

Appendices

Appendix A: List of OSTP-Managed Afterschool Programs

Elementary Schools
Aiton Amidon Bowen ES Bancroft ES Barnard ES Beers ES Bunker Hill ES Burroughs ES Burrville ES Cleveland ES Drew ES Garfield ES Garrison ES Hendley ES Houston ES J.O. Wilson ES Ketcham ES Kimball ES King, M.L. ES Langdon ES Langley ES Leckie ES Ludlow-Taylor ES Malcolm X Marie Reed ES Miner ES Moten ES Noyes ES Patterson ES Payne ES Plummer ES Powell ES

Elementary Schools (continued)
Randle Highlands ES Savoy ES Seaton ES Smothers ES Stanton ES Thomas ES Thomson ES Turner ES Tyler ES Watkins ES

Education Campuses
Brightwood EC Browne EC LaSalle-Backus EC Raymond EC River Terrace EC Takoma EC Truesdell EC Walker-Jones EC West EC Wheatley EC Whittier EC

Middle School 21st CCLC Sites
Hart MS Jefferson MS Academy

Appendix B: Afterschool Program Contact Information

School Name	Full-Time Coordinator or OSTP Analyst (as of August 21, 2017)	Phone
Aiton ES	Jaime Brown	202-904-8110
Amidon-Bowen ES	Eva Lopez	202-805-2883
Bancroft ES	Cristina Ortez	202-308-9999
Barnard ES	Whittney Jackson	202-576-1100 (school)
Beers ES	Stacey Williams	202-939-4800 (school)
Brightwood EC	Fatimah Moss	202-695-9675
Browne EC	Ticia Fareed-Cole	202-725-7432
Bunker Hill ES	Fatimah Moss	202-695-9675
Burroughs ES	Fatimah Moss	202-695-9675
Burrville ES	Jaime Brown	202-904-8110
Cleveland ES	Cristina Ortez	202-308-9999
Drew ES	Cristina Ortez	202-308-9999
Garfield ES	Eva Lopez	202-805-2883
Garrison ES	Wil Yow	202-657-2411
Hart MS	Margot Berkey	202-576-7970
Hendley ES	Paula Kirby	202-645-3450 (school)
Houston ES	Jaime Brown	202-904-8110
Jefferson MS Academy	Margot Berkey	202-576-7970
J.O. Wilson ES	Kathleene Lynch	202-698-4733 (school)
Ketcham ES	Eva Lopez	202-805-2883
Kimball ES	Jaime Brown	202-904-8110
King, M.L. ES	Jaime Brown	202-904-8110
Langdon ES	Andrea Joyce	202-576-6048 (school)
Langley ES	Ticia Fareed-Cole	202-725-7432
LaSalle-Backus EC	Horacio Olivas	202-309-9474
Leckie ES	Bridgit Davis-Young	202-645-3330 (school)
Ludlow-Taylor ES	Brenda Thomas	202-698-3244 (school)
Marie Reed ES	Walter Castillo	202-673-7308 (school)
Miner ES	Ticia Fareed-Cole	202-725-7432
Moten ES	Johanna Williams	202-698-1111 (school)
Noyes EC	Eva Lopez	202-805-2883
Patterson ES	Ticia Fareed-Cole	202-725-7432
Payne ES	Wil Yow	202-657-2411
Plummer ES	Michael Nabinett	202-939-4360 (school)
Powell ES	Jethro Walters	202-671-6270 (school)
Randle Highlands ES	Horacio Olivas	202-309-9474
Raymond EC	Horacio Olivas	202-309-9474
River Terrace EC	Margot Berkey	202-576-7970

School Name	Full-Time Coordinator or OSTP Analyst (as of August 21, 2017)	Phone
Savoy ES	Eva Lopez	202-805-2883
Seaton ES	Lisa Kirkpatrick	202-673-7215 (school)
Smothers ES	Jaime Brown	202-904-8110
Stanton ES	Eva Lopez	202-805-2883
Takoma EC	Cristina Orteiz	202-308-9999
Thomas ES	Horacio Olivas	202-309-9474
Thomson ES	Cristina Orteiz	202-308-9999
Truesdell EC	Cristina Orteiz	202-308-9999
Tubman ES	Horacio Olivas	202-309-9474
Turner ES	Horacio Olivas	202-309-9474
Tyler ES	Wil Yow	202-657-2411
Walker-Jones EC	Wil Yow	202-657-2411
Watkins ES	Wil Yow	202-657-2411
West EC	Fatimah Moss	202-695-9675
Wheatley EC	Ticia Fareed-Cole	202-725-7432
Whittier EC	Fatimah Moss	202-695-9675

Appendix C: Afterschool Contact Information - Addition/Revision Form

Please provide updated contact and/or pick-up information for the DCPS Afterschool Program below.

School: _____ Administrative Aide/
Full-Time ASP Coordinator: _____

Contact Information

Student Name:	Parent/Guardian Name:
Cell Phone:	Work Phone:
Home Phone:	Email:

Pick-Up Information

	Name	Relationship
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Parent/Guardian Signature

Date

Administrative Aide/Full-Time ASP Coordinator Signature

Date

Appendix D: Sample Warning and Removal Letter

**WARNING LETTER FOR REMOVAL FROM AFTERSCHOOL PROGRAM FOR
NONPAYMENT**

TO: Parent/Guardian of **John Doe**

FROM: Out of School Time Programs

DATE: October 5, 2018

Please be advised that your payment for the afterschool program at **Aiton ES** was due on **Monday, October 1st, 2018**. At this time, your payment has not been received. Please be aware that the student listed below will be removed from the afterschool program on, **October 15th**, if the following payment is not received by **Monday, October 12th**.

Student Name: Tommy Doe

Missing Payment

Month: October 2018

Amount: \$94.50

Family ID: john.doe.1233

Payments may be made online at <https://afterschoolpayment.dcps.dc.gov/>

If you have more than one child in the afterschool program, the balance listed is the amount due for your family, not for this individual student.

If you believe you are receiving this notice in error because your child receives TANF or Medicaid, please send either TANF documentation with your child's name on it or a copy/photo of both sides of your child's Medicaid card to ostp.dcps@dc.gov. Please include the child's name, date of birth, and school. As soon as we verify your child's TANF/Medicaid status we will notify you, which may take up to 3 business days.

If you believe you are receiving this notice in error because you have submitted payment, please contact your analyst/full-time coordinator (Jamie Teller) or administrative aide immediately:

Analyst/Full-Time Coordinator phone number: 202-213-1125

Analyst/Full-Time Coordinator email address: jamie.teller@dc.gov

This may be your first notice of your bill, if your child was recently removed from the waitlist, and/or if we do not have a valid email address for your family. To ensure that we have your correct email address, please send an email to ostp.dcps@dc.gov with your family ID (john.doe.1233).

Sincerely,

Out of School Time Programs
District of Columbia Public Schools

NOTICE OF REMOVAL FROM AFTERSCHOOL PROGRAM FOR NONPAYMENT

TO: Parent/Guardian of **John Doe**
FROM: Out of School Time Programs
DATE: October 12, 2018

As of 6:00 pm, October 12th, we have not received the necessary afterschool payment pursuant to the program removal warning letter sent to you on **Friday, October 5th**. The original due date for this payment was **Monday, October 1st**.

As a result of nonpayment, the following student will be removed from the afterschool program at School Name effective **Monday, October 15th**. **If space is still available in the afterschool program, your child(ren) will be reinstated into the program upon submission of the required payment. If no space is available, the student(s) will be placed on the program waitlist until space is available.**

Student Name: Tommy Doe

Missing Payment

Month: October 2018
Total balance: \$94.50
Family ID: john.doe.1233

If you have more than one child in the OSTP afterschool program, the balance listed is the amount due for your family, not for this individual student.

If your child(ren) is not picked up from school at 3:15pm on **Monday, October 12th**, we will contact you for immediate pickup. If we are unsuccessful in reaching you and/or your child is not picked up within one hour of the initial call, the DC Child and Family Services Agency will be contacted and asked to take custody of your child.

Please contact your analyst/full-time coordinator (Jamie Teller) or administrative aide immediately if you believe you are receiving this letter in error and/or if you have submitted payment:

Analyst/Full-Time Coordinator phone number: 202-213-1125
Analyst/Full-Time Coordinator email address: jamie.teller@dc.gov

Sincerely,

Out of School Time Programs
District of Columbia Public Schools